



Application Guidelines for Small Grants Facility (SGF) for Civil Society Organizations Integrated Governance Programme, UNDP Round 4

Background

In the current highly politicized environment in the Maldives, civil society has an important role in promoting transparency, accountability, the rule of law and other aspects of good governance. Civil society organizations are also often the channel through which marginalized groups can make their voices heard. They are also an essential means, not only of protecting and promoting civil, political, social and economic rights, but in promoting social cohesion and peaceful means in resolving conflicts in an increasingly tense political context.

There are over 1800 registered civil society organizations across the Maldives. The focus areas of NGOs are diverse. The Comprehensive Study of Maldivian Civil Society (2011) conducted by UNDP found that CSOs are working in more than 25 different thematic areas, with most NGOs focusing on more than one area. A number of key NGOs are contributing to the development of a participatory and democratic culture through capacity building activities and engaging in partnerships with local governments and community-level organisations. Further efforts are needed to strengthen civil society networks and links between CSOs working at a national and local level, particularly in the areas of advocacy and partnership building with public and private sector for effective service delivery.

UNDP Maldives initiated the Integrated Governance Programme in 2012, which aims to contribute to the deepening of democracy in the Maldives through strengthening institutions and empowering people. One of the key results envisioned by the programme is to enhance the capacities and mechanisms of civil society (including women and youth) to contribute to democratic values and good governance. The Democratic Governance Programme of UNDP supported 33 civil society organizations through small grants since 2010, for projects focusing on the areas of human rights, good governance, women's empowerment, youth development and civil society empowerment.

The Small Grants Facility of the Integrated Governance Programme of UNDP is announcing the fourth round of Call for Proposals for locally registered civil society organizations. This round of grants will build on previous rounds of support provided through the SGF, by broadening the focus to include areas such as enhancing service delivery by partnering with local councils and other partners and integrating community views to local level planning. Four to five proposals will be selected for grants through a rigorous evaluation process.

The SGF under IGP is supported through generous contributions of partners such as US Department of State and AusAID.

Objectives of the SGF:

The primary objective of this grants facility is to support strengthening of the democratic space for civil society, and to effectively engage CSOs to in promoting democratic values and good governance.

The SGF will support the above objective through activities such as;

1. Capacity development of other community based organizations and civil society groups in the community to effectively engage in development by providing training, mentoring and development of sustainable networks;
2. Advocacy and lobbying on critical social issues/ thematic areas such as good governance, human rights, gender equality and sustainable development and youth development;
3. Raise public awareness on the need and means for peaceful elections;
4. Promotion of women's rights and increasing women's participation in development and public life;
5. Pilot and work towards establishment of inclusive consultation mechanisms for involving marginalized groups (including youth and women) in national and local level policy dialogue and formulation. This could include long term, medium term and short term community development plans, development of a future vision for community in development, etc.;
6. Development of conflict resolution, alternative dispute resolution mechanisms or provision of legal guidance and access to justice-related information at the local level;
7. Facilitate sustainable partnerships and frequent dialogue between local elected bodies and civil society organizations to strengthen service delivery at the local level.

Minimum Eligibility criteria

1. The proposal should be submitted by registered civil society organizations;
2. Project proposals should be prepared and submitted to the UNDP according to the application format (refer to Annex I);
3. The financing from SGF should be between USD 6,000 and 8,000;
4. The project period should be from 8 to 10 months;
5. Submitting NGO is required to contribute 20% of the total funds to the project including in kind contributions. (For example, if the total budget required for the project is 9,000, at least USD 1,800 should be contributed by the NGO).

Selection Process

All proposals submitted will go through an initial screening to ensure they meet the minimum eligibility requirements. Following this, the proposals will be evaluated by the UNDP Grants Evaluation Committee, based on the Evaluation Criteria (refer to Annex II) made available with the Call for Proposals. Shortlisted proposals will be submitted to the Quality Assurance board, consisting of UNDP senior management, representatives from the Technical Committees of IGP, other UN Agencies, and contributing donor. The submitting NGOs that score the highest will be shortlisted and assessed for its financial and administrative management capacity. If the selected NGO meets the assessment requirements, further technical support will be provided by UNDP to strengthen the proposal. Following this, the grants agreement will be signed between the NGO and UNDP. Information on progress of the grants will be shared with the members of the panel, as well as the IGP Programme Board.

Evaluation Criteria

The evaluation criteria are divided into technical criteria, which comprises of 80% of the total score, and the financial criteria, which comprises of 20% of the total score. Please refer to the attached evaluation criteria for details (Annex II).

Completing the Proposal Application Format

Minimum Eligibility Criteria: Ensure that the proposal and the NGO meets the minimum eligibility criteria

Mandatory Information: Make sure that all the requested details have been filled in correctly

1. **Project Title:** A brief project title

2. **Proposed Project:** This section is to give a short summary (maximum ½ page) of the proposed project, its objectives, and the results that the project aims to achieve.
3. **Background:** This section should include a thorough analysis identifying the need for the project in the proposed location(s). Include vital statistics of the island, atoll or region, and include data to show evidence of the issue that the project is seeking to address.
4. **Project Objective:** This section should clearly state the project objective(s), in a way that it demonstrates the change that the project envisions to bring to the target community.
5. **Outputs and activities:** This section should include the immediate changes that the project intends to bring to the target community (outputs or results), and the activities through which these results would be achieved. Each output should be followed by a list of activities that are planned under the project to implement the activity.

Activities should be listed in a logical order and numerically linked to the relevant output.

6. **Target Groups:** Clearly identify group or the population the project aims to benefit, disaggregated by gender.
7. **Involvement of Other Actors:** Indicate here if the project will be implemented in collaboration with any other agencies / individuals (for example, island council, other NGOs, government offices, etc.), and how these actors contribute to the project.
8. **Risks and Proposed Means of Mitigation:** Describe the possible obstacles and challenges which might affect or hinder project implementation or the achievement of the project purpose. Risks should be considered at all levels of the project, including political, operational, administrative, internal project risks etc, and the planned approaches in preventing, reducing the impact or working around these risks. This section should also include any assumptions made of the project environment or context while planning the project.
9. **How does your project address gender inequality?** In this section, clearly describe the steps that will be undertaken to ensure women's participation at all levels of the project, including project planning, decision making, implementation of project activities (such as allocation of quotas for women participants, any special arrangements made to ensure convenience and accessibility for women in project events, etc.), data collection, measuring results, etc.
10. **Work Plan & the Budget:** The project work plan should be developed according to the section 10 in the Proposal Application Form (Annex I). It should include the Objective, Outputs, Activities, and the Baselines, targets and indicators to measure the results. The Budget should include a detailed description of the costs associated with activities listed in the work plan. If there are other sources of funds contributing to the project, the sources and amounts should be clearly indicated. Costs indicated in the budget should be realistic.

Please note that a contribution of not more than 10% of the budget requested through SGF could be allocated towards the salary of a staff responsible for the implementation of project activities.

11. **Sustainability and Future Plans:** This section assesses how the project contributes to the sustainability of the NGO and its future activities. The proposal will be scored based on the NGO's future plans to continue project activities beyond the project period. Also the project's link to the broader objectives and vision of the NGO and the idea of replicating the project approach will be given consideration.

- 12. NGO Information:** Clearly describe the organizational structure of the NGO, with details of how the executive board is elected, and how the day to day operations of the NGO is managed. Also include the management arrangement for this project. Describe the previous work done by the NGO in this area, and the relevant partnerships that the NGO has developed. In the table provided in this section, provide information of projects implemented by the NGO in the past five years.

The project will not grant financial support to:

- Physical infrastructure development
- Full salaries for project staff. However, a contribution of not more than 10% of the budget requested through SGF could be allocated towards the salary of a staff responsible for the implementation of project activities.
- International consultancy firms
- Procurement of capital equipments

Deadline for Submission of Proposals

The deadline for the submission of proposals is **26 May, 2013 before 16:00hrs**. All proposals need to be submitted to: The Project Coordinator – Social Cohesion, Integrated Governance Programme, UNDP, Male', Maldives, under confidential cover. To request for the Application Formats, Application Guideline, Evaluation Criteria or any other information related to SGF, please contact 3343279, 3343230 or email aishath.noora@undp.org